

STATE OF NEBRASKA

Vital Records

Electronic Registration System (ERS-II)

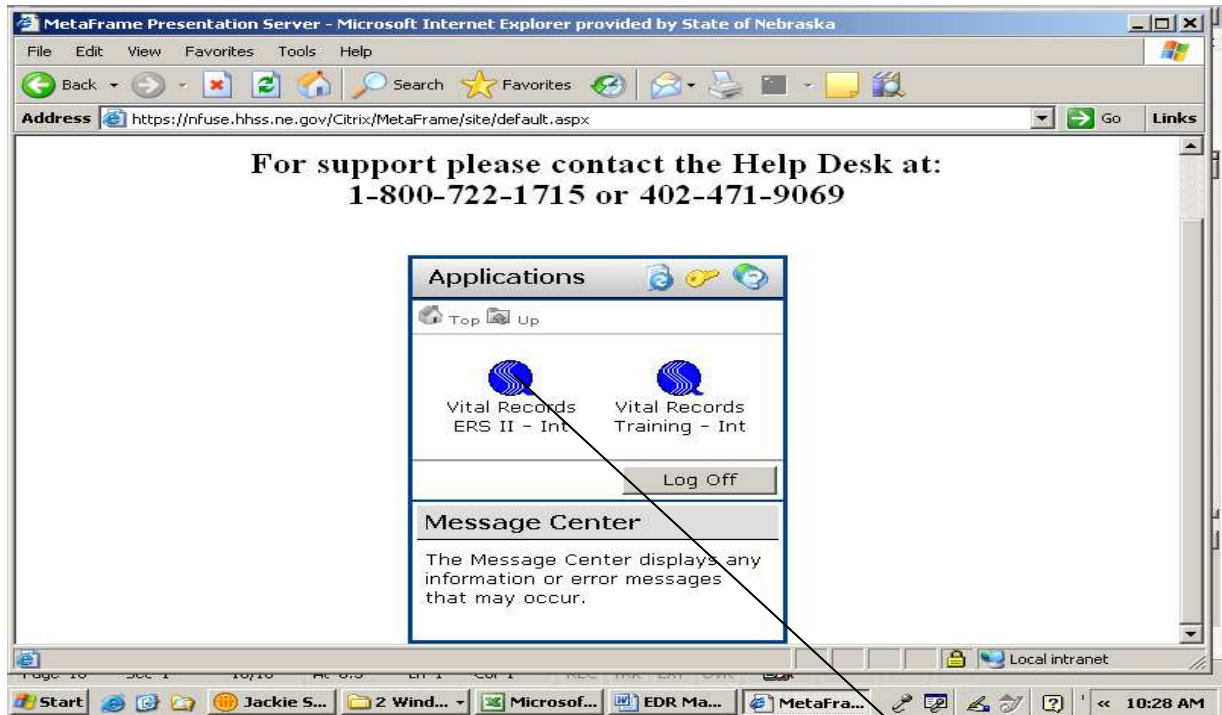
MARRIAGE MANUAL

Revised 04/16/2009

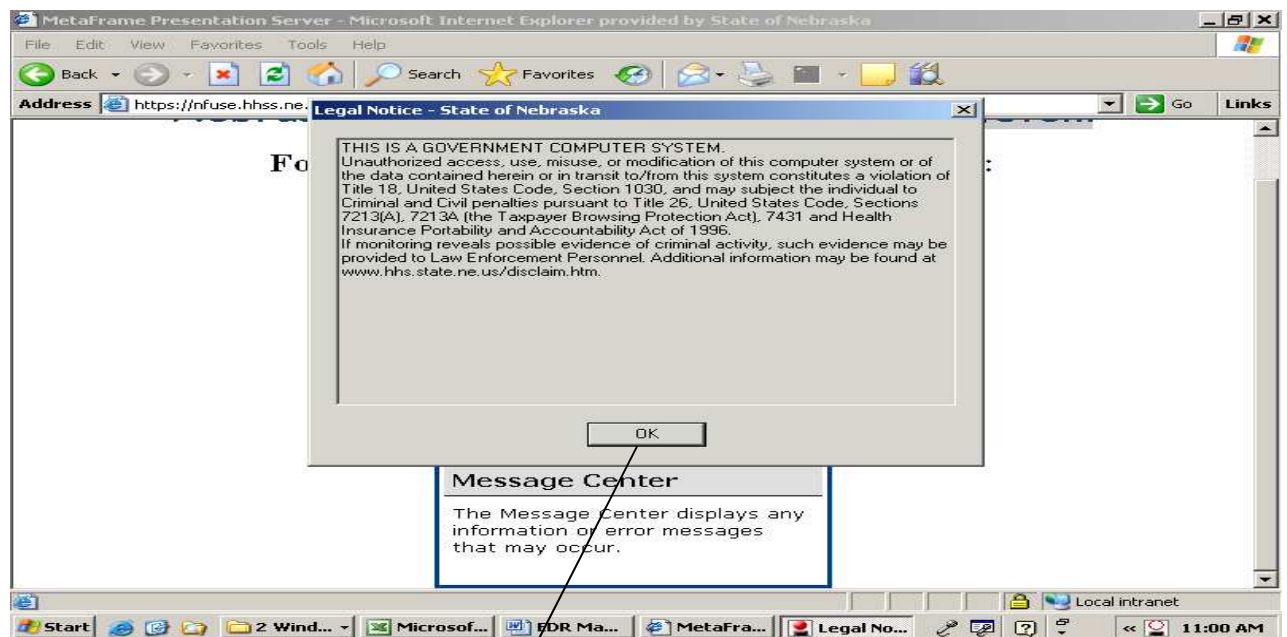
County Clerk's Manual

County Clerk's Manual

Entering Marriage Records



Begin to enter Marriage records by clicking on the Icon Vital Records ERS II Ext.



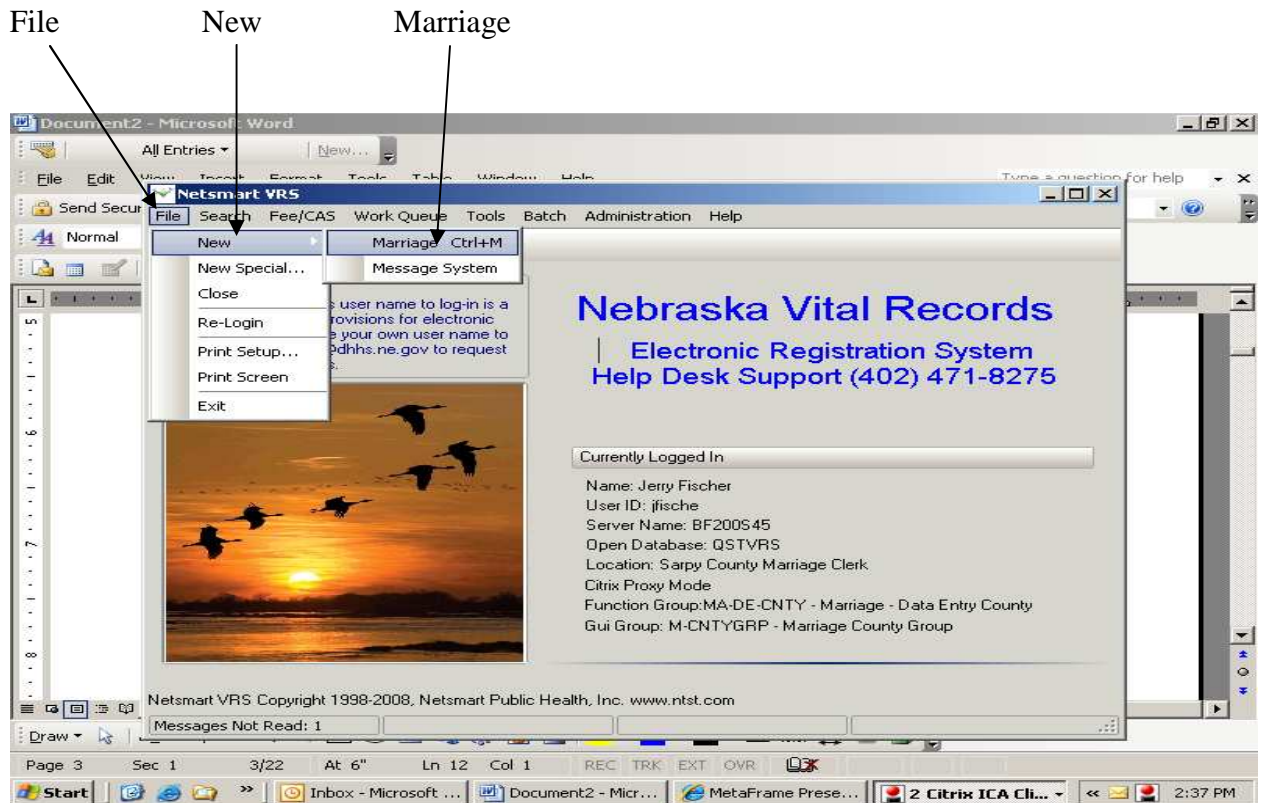
After reading the legal notice, click "OK". The application will open to the Production screen.

County Clerk's Manual

This will be the Production side of the system where you will enter new marriage records.



To begin work on a new marriage record, select



County Clerk's Manual

General Tab

You will complete the record by filling in the blanks. Edits will pop up if you leave a field blank or complete a field incorrectly. The first field to complete is your "Filing County".

The screenshot displays the 'MARRIAGE - 2007 - QS Technologies VRS' application window. The 'General' tab is selected, showing fields for 'State File Number', 'NE State File Number', 'Create Date', 'Modify Date', 'Local File Number', 'Record Status' (set to 'NORMAL'), and 'Reg Type Code'. Below these, the 'Filing' section includes a 'Filing County' dropdown menu and a 'License Number' field. The 'Groom\Bride Names' section is a large text area. The Windows taskbar at the bottom shows the Start button, several open applications (Mark Miller, Internet Explorer, Citrix ICA, Document1), and the system clock at 11:10 AM.

The information on the General tab will be entered by the clerk, which is the name of county. The license number is the number assigned by the system. You can tab off and move to the next tab to begin entering the information on the next screen. The next screen will be the information screen for the Groom.

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Groom Tab

Complete this tab by entering the Groom's information.

The screenshot displays the 'MARRIAGE - 2007 - QS Technologies VRS' application window. The 'Groom' tab is selected, showing fields for Groom's First Name, Middle, Last, Suffix, and Age. Below this is the 'Residence Address Information' section with fields for State, County, City, Town or Location, Residence (Street and Number), and Zip Code. The 'Birthplace' section includes Country, State, City, and Date of Birth. The 'Father's Information' section includes First Name, Middle Name, Last Name, Suffix, Birthplace - Country, Birthplace - State, and Birthplace - City. The interface includes a menu bar (File, Search, Requests, Actions, Work Queue, Tools, Linking, Administration, Help) and a taskbar at the bottom with various application icons and the system clock showing 11:14 AM.

Type the Groom's complete name. If the Groom does not have a middle name, attach a note to notify the Vital Records marriage clerk that the Groom does not have a middle name. This will prevent a query back to you for that information. See page 10 thru 12 for "Attaching Notes to Records".

Continue completing the boxes by typing in the groom's information. The country will default to United States. If the groom was born in the United States, tab off the field and complete the state of birth. When a groom is born in a country different than the United States, start by typing the first letters of the country, and the system should auto-fill the field. If unsure of the country click on the arrow in the box and a drop down will appear with names of all the current countries. Choose the correct country and then tab to the next field.

If you are unsure what is available for a field that contains a drop down arrow, click on the drop down arrow. If there is not a selection contained in the drop down, type in or select, "Other" and the field to the right will open up for you to type the information.

The system has type-ahead technology – meaning if you start typing the word it will complete it; i.e. if you choose the state as Nebraska, as you start to type Ne... the system will complete the name of the state "Nebraska".

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Bride's Tab

You will complete this tab the same as you did the groom's tab but with the bride's name and information.

The screenshot displays the 'MARRIAGE - 2007 - Q5 Technologies VRS' application window. The 'Bride' tab is active, showing a form for entering the bride's details. The form is organized into several sections: 'Bride' (First Name, Middle Name, Last Name, Maiden Name, Age), 'Residence Address Information' (State, County, City, Town or Location, Residence, Zip Code), 'Birthplace' (Country, State, City, Date of Birth), and 'Father's Information' (First Name, Middle Name, Last Name, Suffix, Birthplace - Country, Birthplace - State, Birthplace - City). The interface includes a menu bar (File, Search, Requests, Actions, Work Queue, Tools, Linking, Administration, Help), a toolbar with various icons, and a status bar at the bottom showing the Start button, taskbar, and system clock (11:16 AM).

Type the Bride's complete name. If the Bride does not have a middle name, attach a note to notify the Vital Records marriage clerk that the Bride does not have a middle name. This will prevent a query back to you for that information. See page 10 thru 12 for "Attaching Notes to Records".

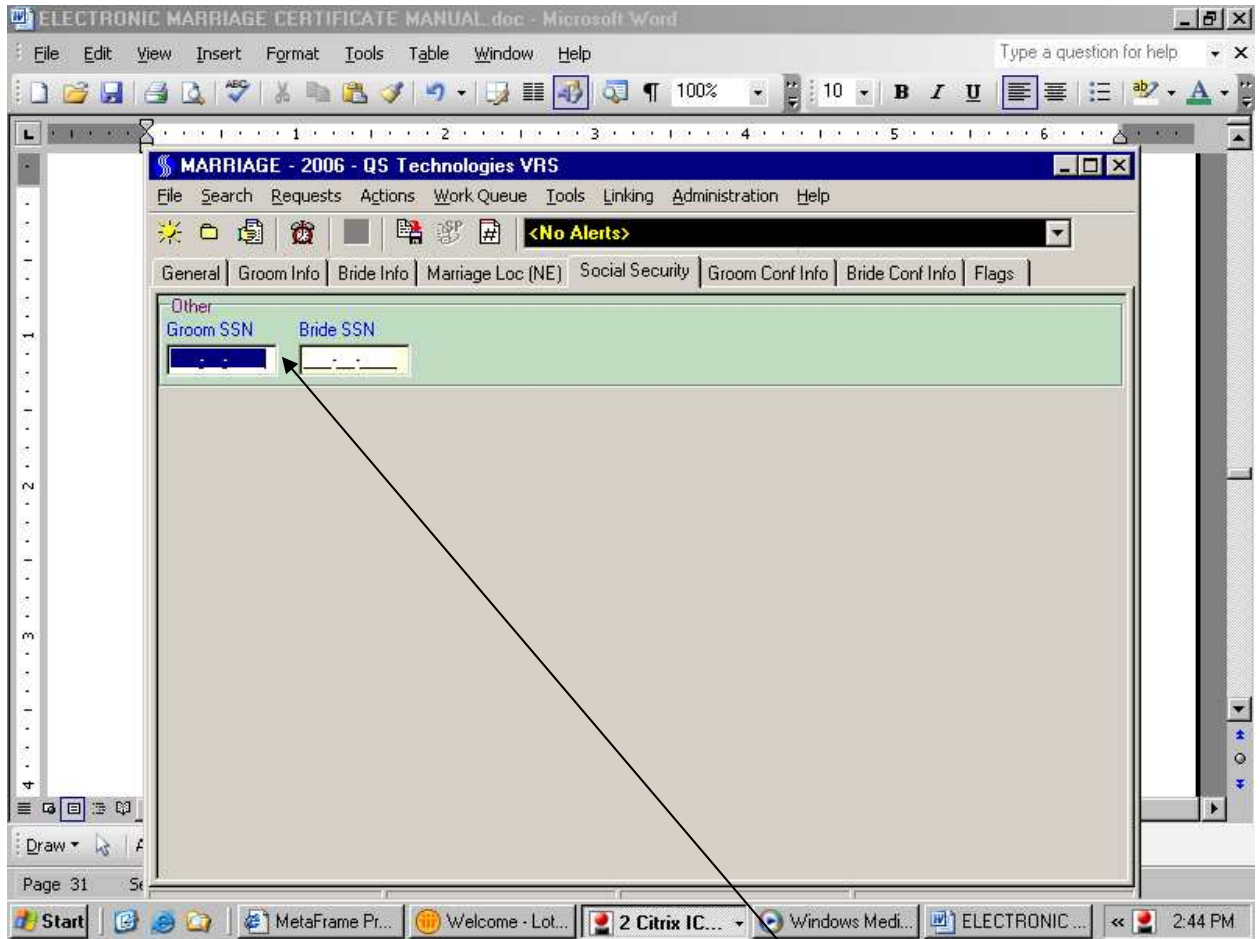
Continue completing the boxes by typing in the bride's information. The country will default to United States. If the bride was born in the United States, tab off the field and complete the state of birth. When a bride is born in a country different than the United States, start by typing the first letters of the country, and the system should auto-fill the field. If unsure of the country click on the arrow in the box and a drop down will appear with names of all the current countries. Choose the correct country and then tab to the next field.

If you are unsure what is available for a field that contains a drop down arrow, click on the drop down arrow. If there is not a selection contained in the drop down, type in or select, "Other" and the field to the right will open up for you to type the information.

The system has type-ahead technology – meaning if you start typing the word it will complete it; i.e. if you choose the state as Nebraska, as you start to type Ne... the system will complete the name of the state "Nebraska".

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Social Security Numbers for Groom and Bride



Complete the social security numbers by entering the social security number provided by the groom and/or bride. If either the groom or bride does not have a social security number(s), enter 999-99-9999. The use of 99s tells the state marriage clerk that the county clerk has touched this information field and will not need to query back to the county to get additional information.

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Groom's Confidential Information

The groom's confidential information begins by asking the question if the groom is of Hispanic or Latino origin. Place a Y for Yes or an N for No to answer this question. If the information is Unknown or the groom refuses to provide the information, check the box "Unknown" or "Refused".

The screenshot displays the 'MARRIAGE - 2007 - QS Technologies VRS' application window. The interface includes a menu bar (File, Search, Requests, Actions, Work Queue, Tools, Linking, Administration, Help) and a toolbar with various icons. A status bar at the top indicates '<No Alerts>'. The main window has a tabbed interface with the following tabs: General, Groom Info, Bride Info, Social Security, Groom Conf Info, Bride Conf Info, Marriage Loc (NE), Complete, Flags, and Amendment. The 'Groom Conf Info' tab is currently selected. It contains two sections: 'Groom(s) Origin' and 'Race'. The 'Groom(s) Origin' section has a dropdown menu set to 'Hispanic / Latino Origin?' with a list of checkboxes: 'Unknown' and 'Refused'. The 'Race' section has a list of checkboxes: 'White / Caucasian', 'Black / African American', 'American Indian / Alaska Native', 'Asian', 'Native Hawaiian / Other Pacific Islander', 'Unknown', and 'Refused'. The bottom of the window shows a Windows taskbar with the Start button, several open applications (Mark Miller, 2 Internet Explorer, Citrix ICA, marriagescr...), and a system clock showing 11:17 AM.

An individual may choose from the list of "Race" to indicate which race or races that best represents how they see themselves. A person may pick more than one race, pick "Unknown" or pick "Refused".

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Bride's Confidential Information

The Bride's confidential information begins by asking the question if the bride is of Hispanic or Latina origin. Place a Y for Yes or an N for No to answer this question. If the information is Unknown, or the bride refuses to provide the information, check the box "Unknown" or "Refused".

MARRIAGE - 2007 - QS Technologies VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

Bride(s) Origin

Hispanic / Latina Origin?

☐ Unknown

☐ Refused

Race

☐ White / Caucasian

☐ Black / African American

☐ American Indian / Alaska Native

☐ Asian

☐ Native Hawaiian / Other Pacific Islander

☐ Unknown

☐ Refused

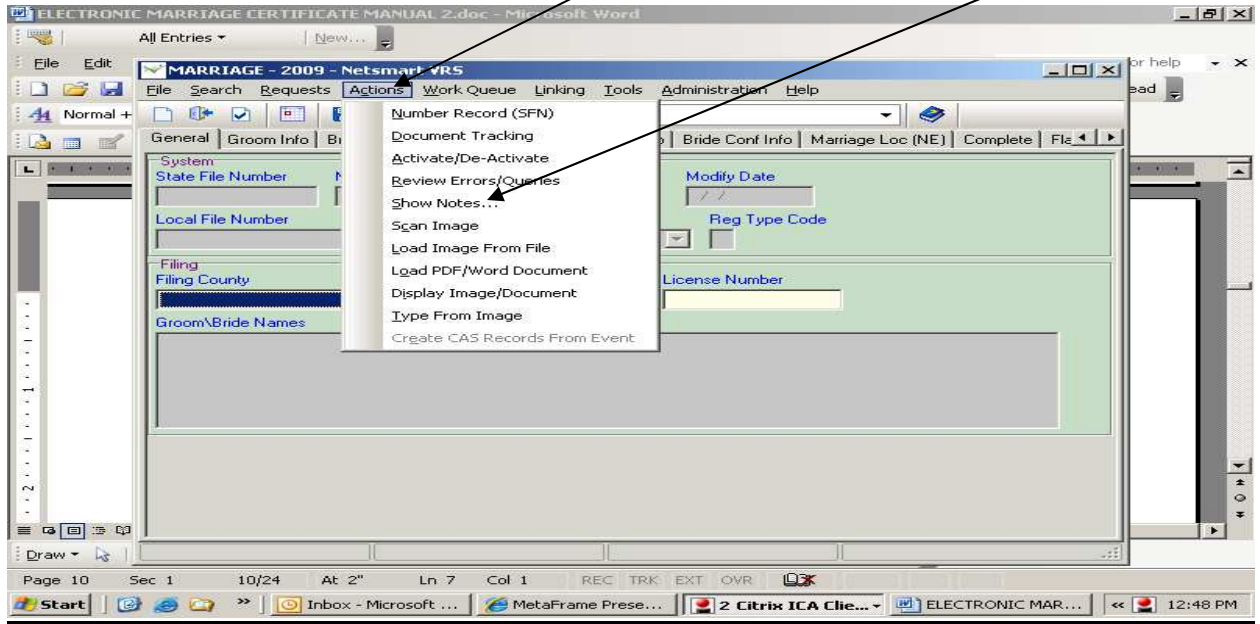
Start Mark Miller - ... 2 Internet E... Citrix ICA ... marriagescr... 11:17 AM

An individual may choose from the list of "Race" to indicate which race or races that best represents how they see themselves. A person may pick more than one race, pick "Unknown" or pick "Refused".

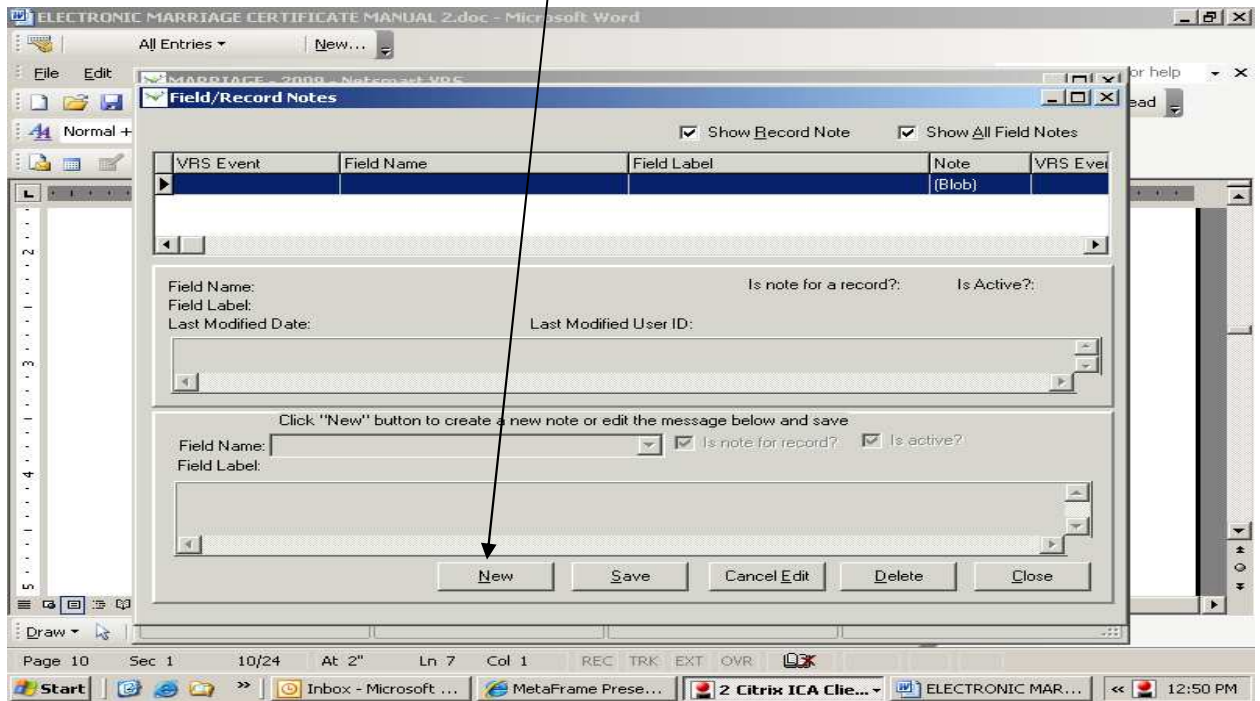
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ATTACHING NOTES TO THE RECORD

You can attach a note to a record by clicking on the “Actions” tab and then clicking on “Show Notes”

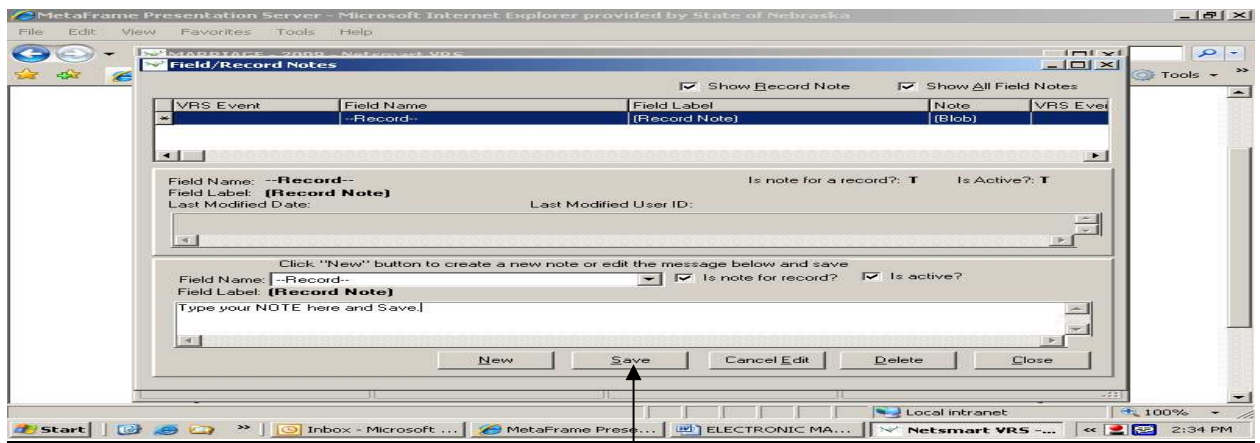
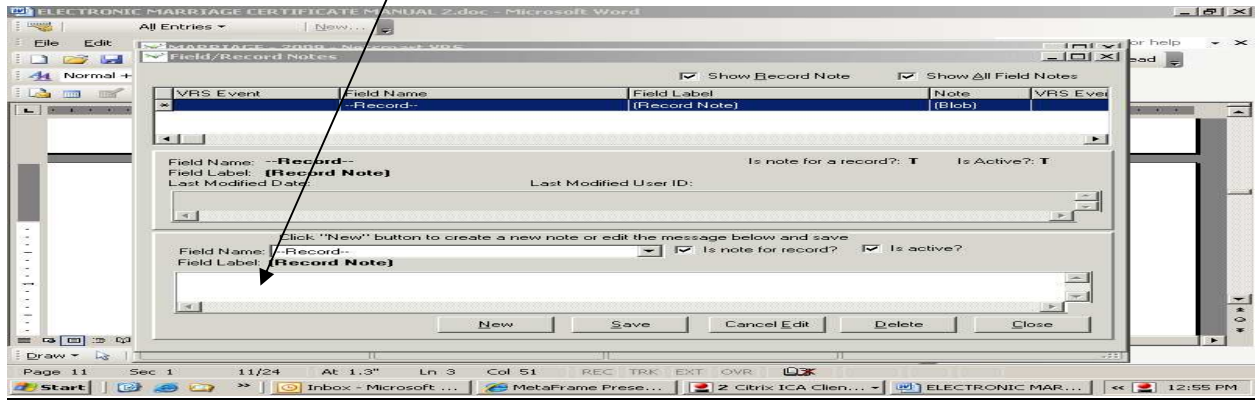


This will bring up the electronic note system where notes can be attached to the specific record you are working on at the time. Click on “New” and the system will open the notes box to enter your note.

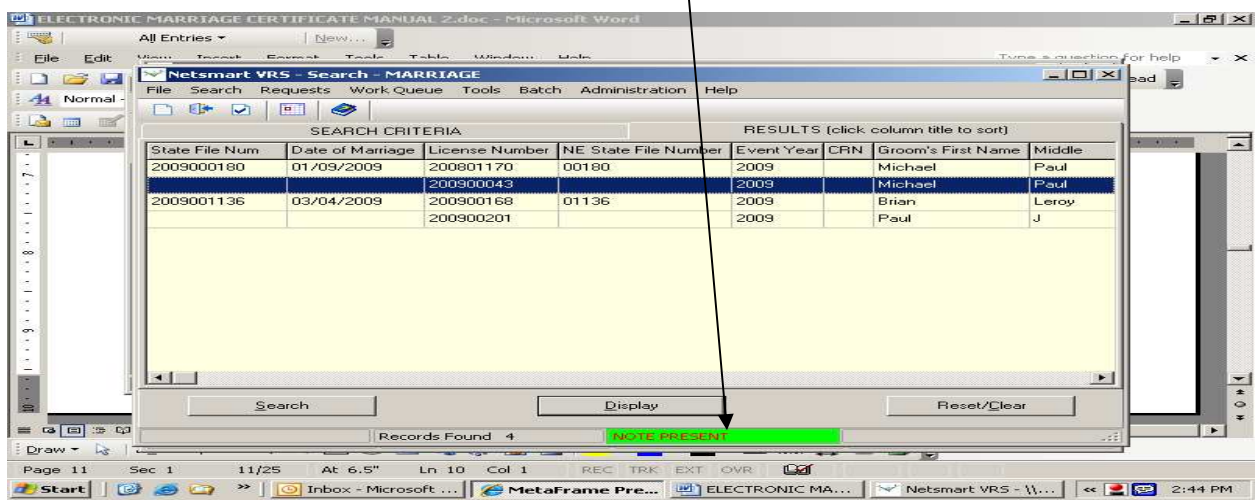


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Begin by typing your note in the open box. Notes will not appear anywhere on the printed certificate but will remain attached to the record. The use of Notes is a valuable practice if there are oddities or unique aspects to the marriage records i.e. no middle names for groom, bride, or parent. The note remains attached to the completed record and helps to reduce queuing back to the county office for clarifications.

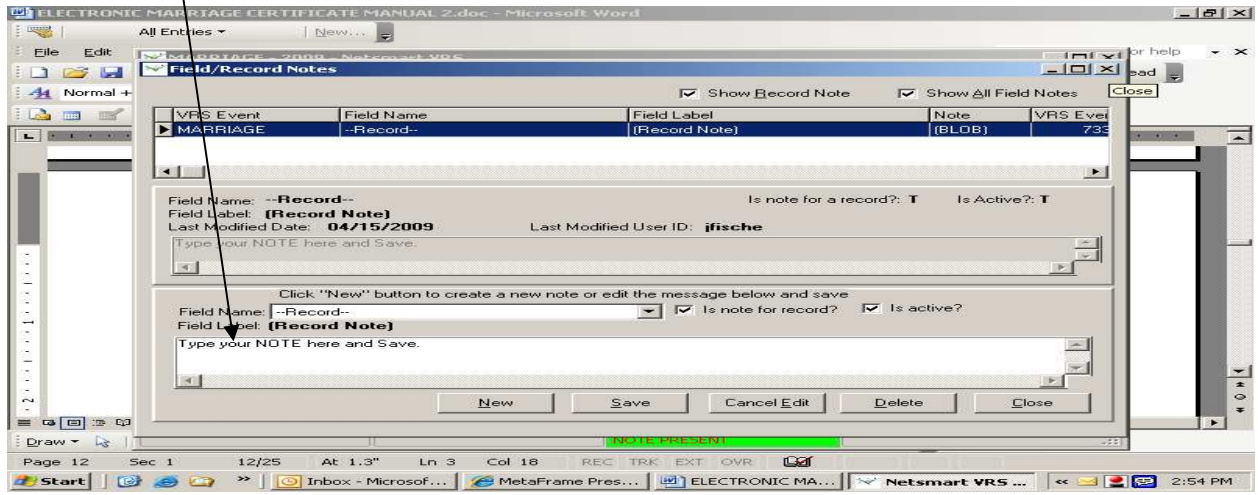


Once you have typed your NOTE, click on SAVE. The NOTE is attached to the record. You will be able to see that note is attached because you will see a bright green and red lettered box at the bottom of the application tool bar that reads **NOTE PRESENT**.



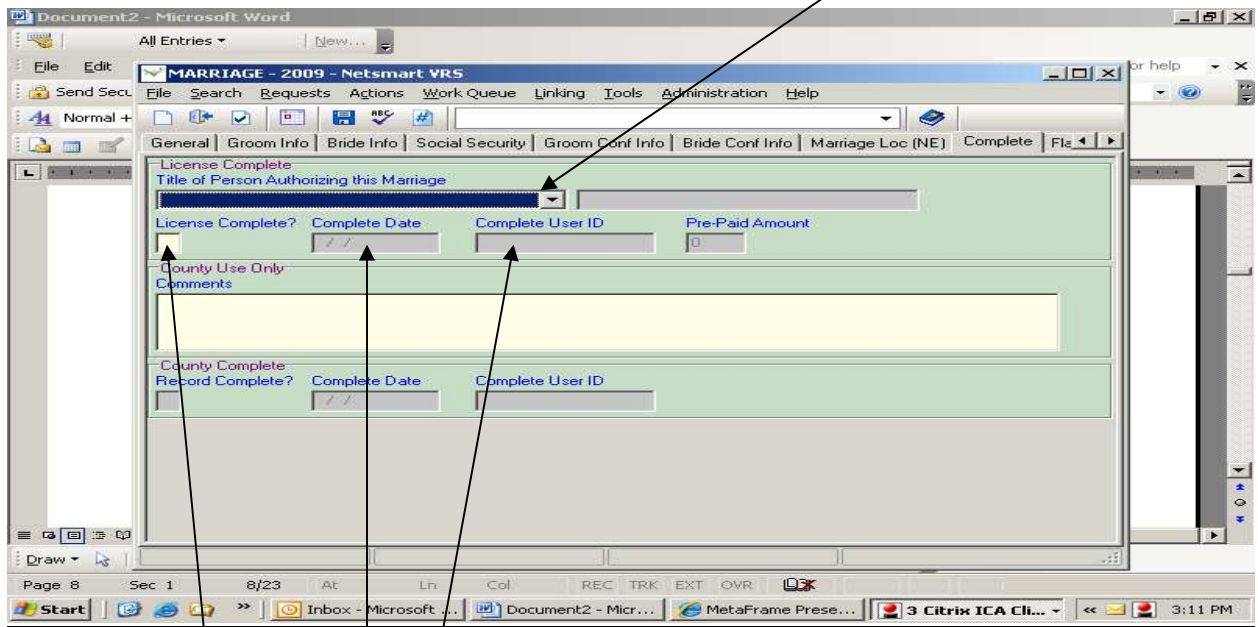
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To open a NOTE attached to a record again go to Actions, click on Show Notes and read the attached NOTE.



Completing the Marriage License

Once you have the groom and bride's confidential information it is time to complete the marriage license so the couple can take the license to be married. To complete the License, Enter the title of person completing the license by clicking on the drop down arrow. This will allow you to pick your title.



Next, place a "Y" in the "License Complete?" box and then tab through the next two fields. This will put the date in the "Complete Date" field and the name of the person who completed the license in the Complete User ID field.

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Now click on "Save" the record by clicking on the floppy disk. You can also click on File and then click on Save in the drop down.

The screenshot shows the 'MARRIAGE - 2009 - Netsmart VRS' application. The 'File' menu is open, and the 'Save' option is highlighted. The form contains fields for 'License Complete?', 'Complete Date', 'Complete User ID', and 'Pre-Paid Amount'. Below these is a 'County Use Only' section with a 'Comments' field. The 'File' menu is open, showing options like 'Save' (indicated by a floppy disk icon) and 'Save As...'. An arrow points from the text above to the 'Save' option in the menu.

You can add comments in the "Comment" section by typing your comments in the comment field. These comments can be for your own use that may concern this record.

Printing the Marriage License

To print a plain paper marriage license that the bride and groom can check for accuracy, click on Print: M License and Cert of Mar xtr. It is best to print this on plain white paper and allow the couple to review for errors. If all items on the license are correct print the marriage license on the paper provided. You can also print the Keepsake Marriage Cert xtr at this time.

The screenshot shows the 'MARRIAGE - 2009 - Netsmart VRS' application. The 'Requests' menu is open, and the 'Print: M License and Cert of Mar xtr' option is highlighted. The 'File' menu is also open, showing options like 'Print: M License and Cert of Mar xtr'. An arrow points from the text above to the 'Print: M License and Cert of Mar xtr' option in the 'Requests' menu.

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If errors are found, go into the record on the complete tab and remove the “Y” in the License Complete box. This will allow you to go back in to make corrections to the record. Once corrections are made, re-enter the “Y” and Save the record. Follow the previous steps to print an official Marriage License.

Document2 - Microsoft Word

All Entries New...

MARRIAGE - 2009 - Netsmart VRS

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Filz

License Complete
Title of Person Authorizing this Marriage

License Complete? Complete Date Complete User ID Pre-Paid Amount

County Use Only
Comments

County Complete
Record Complete? Complete Date Complete User ID

Page 10 Sec 1 10/24 At 7.7" Ln 12 Col 40 REC TRK EXT OVR

Start Inbox - Microsoft ... Document2 - Mic... MetaFrame Prese... 3 Citrix ICA Cli... 3:21 PM

FINALIZING THE MARRIAGE LICENSE

The Marriage Location Tab will not be completed until the marriage record is returned to the clerk's office after the bride and groom are married. When the record is returned to the county office, go into the system and find the pending marriage record. You can display all the records in your "Work Queue" that have not been completed.

Document2 - Microsoft Word

All Entries New...

Netsmart VRS

File Search Fee/CAS Work Queue Tools Batch Administration Help

Refresh Work Queue Count
Marriage County Clerk Pending (219)
Marriage Query (0)
Marriage Reject (0)

ATTENTION ALL L
Using someone else's i
violation of security pro
filing. You MUST use your own
login. Email VRRS@dnhs.ne.gov to request
additional user names.

Nebraska Vital Records
Electronic Registration System
Help Desk Support (402) 471-8275

Currently Logged In
Name: Jerry Fischer
User ID: jfische
Server Name: BF200S44
Open Database: QSTVRS
Location: Sarpy County Marriage Clerk
Citrix Proxy Mode
Function Group: MA-DE-CNTY - Marriage - Data Entry County
Gui Group: M-CNTYGRP - Marriage County Group

NetSMART VRS Copyright 1998-2008, Netsmart Public Health, Inc. www.ntst.com

Messages Not Read: 1

Page 12 Sec 1 12/25 At 6.3" Ln 14 Col 90 REC TRK EXT OVR

Start Inbox - Microsoft ... Document2 - Mic... MetaFrame Prese... 3 Citrix ICA Cli... 3:43 PM

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You can also locate the record by searching for the specific record. Type in the Event Year and the last name of the groom or bride.

The screenshot shows the 'Netsmart VRS - Search - MARRIAGE' window. The 'SEARCH CRITERIA' tab is active, displaying various input fields for searching marriage records. The 'RESULTS' tab is also visible, showing a list of search options. The search criteria form includes fields for State File Number, Date of Marriage, License Number, NE State File Number, Event Year, CRN, Groom's First Name, Middle, Last, Suffix, Date of Birth, Bride's First Name, Middle Name, Last Name, Maiden Name, Date of Birth, Bar Code Number, Filing County, and Record Status. A 'Search' button is located at the bottom of the form.

State File Number	Date of Marriage	License Number	NE State File Number	Event Year	CRN	Groom's First Name	Middle	Last	Suffix	Date of Birth	Bride's First Name	Middle Name	Last Name	Maiden Name	Date of Birth	Bar Code Number	Filing County	Record Status

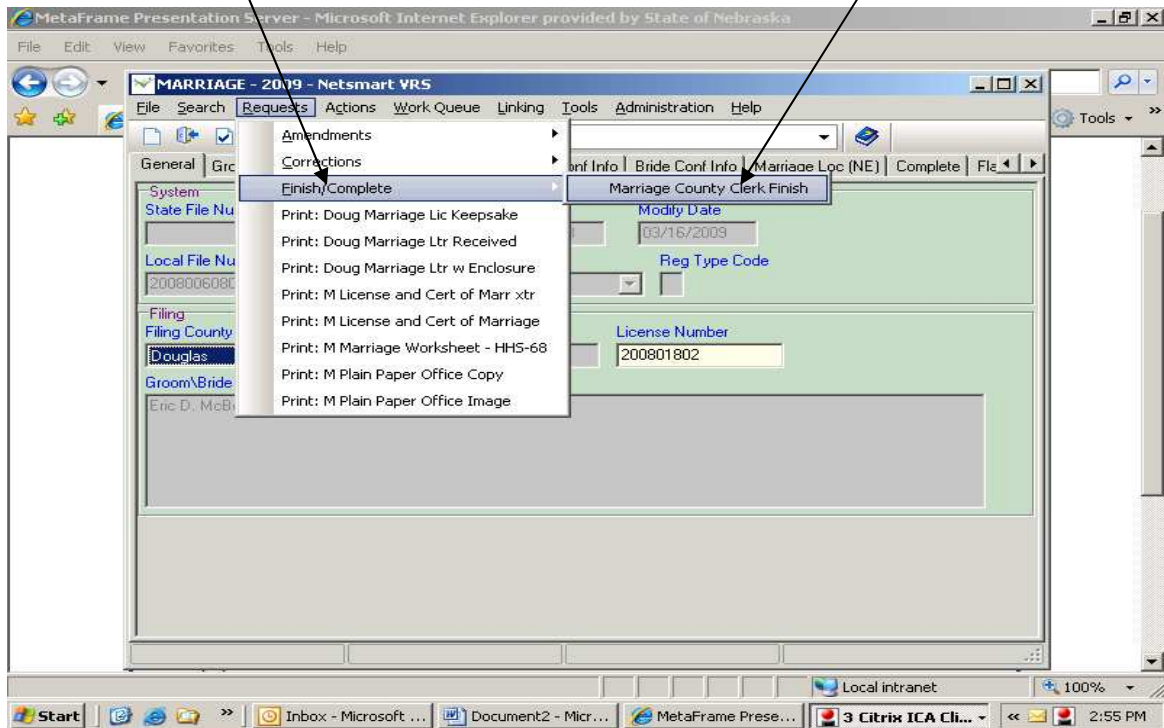
Once you find the record, either double click on the highlighted record or click on "Display" to display the record

The screenshot shows the 'Netsmart VRS - Search - MARRIAGE' window with the 'RESULTS' tab active. A table of search results is displayed, with one record highlighted. The 'Display' button is visible at the bottom of the window. The status bar at the bottom indicates 'Records Found: 1' and 'IMAGE PRESENT'.

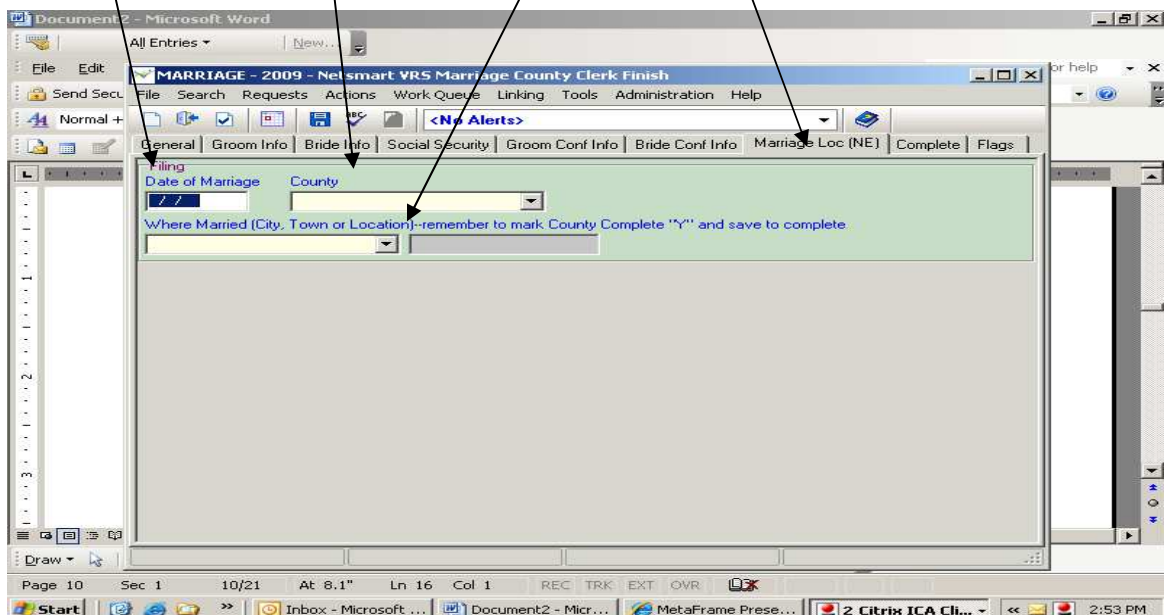
State File Num	Date of Marriage	License Number	NE State File Number	Event Year	CRN	Groom's First Name	Middle
2009000206	01/03/2009	200802146	00206	2009		Zachary	Raymond

County Clerk's Manual

Once you locate the record, click on the “Requests” tab. Located in the drop down, find Finish/Complete. This will open a box next to it that says “Marriage County Clerk Finish”. Click on this tab.



The system will take you directly to the “Marriage Location” tab to complete the marriage record. The fields that need to be completed are opened to receive the new information: “Date of Marriage”; “County” and “Where Married”. Once all the fields are complete, tab off and the system will take you to the “Complete” tab.



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You are now ready to finalize the marriage record by completing the “Record Complete” box located under County Complete. Enter a “Y” in this field and tab off.

The screenshot displays the 'MARRIAGE - 2008 - Netsmart VRS Marriage County Clerk Finish' window. The window has a menu bar with 'File', 'Search', 'Requests', 'Actions', 'Work Queue', 'Linking', 'Tools', 'Administration', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a dropdown menu showing '<No Alerts>'. The main form area is divided into several sections:

- General**: Includes tabs for 'Groom Info', 'Bride Info', 'Social Security', 'Groom Conf Info', 'Bride Conf Info', 'Marriage Loc (NE)', 'Complete', and 'Flags'.
- State Complete**: Contains fields for 'Record Complete' (Y), 'Record Complete Date' (04/14/2008), 'Re-Key Verified?' (checkbox), 'Verified Date' (//), and 'Verifier User ID'.
- License Complete**: Contains a dropdown for 'Title of Person Authorizing this Marriage'.
- County Complete**: Contains fields for 'Record Complete?' (checkbox), 'Complete Date' (//), and 'Complete User ID'.

The background shows a list of records with dates ranging from 03/08/19 to 07/17/19. The bottom status bar indicates 'Records Found: 100'.

By tabbing off the “Y” complete, the system will enter the “Complete Date, tab again and the system will enter Complete User ID. Now click “Save” and the “Marriage Abstract” is transmitted to the state Vital Records office electronically. Now make any copies of the completed license for your files and mail the completed paper marriage license to the Vital Records Office Attention: Marriage Desk.

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Flags Tab

The Flags tab is used only within the Vital Records Office. County clerks do not have access to or cannot make any entries to fields on this screen.

The screenshot shows the 'MARRIAGE - 2007 - QS Technologies VRS' application window. The 'Flags' tab is selected in the top navigation bar. The main area contains several input fields: 'Event Year', 'Alert Count', 'Print OK to Print', 'OK To Print Reason', and 'Print Number'. There is also a section for 'Other Correction Roll'. The status bar at the bottom shows the time as 11:18 AM.

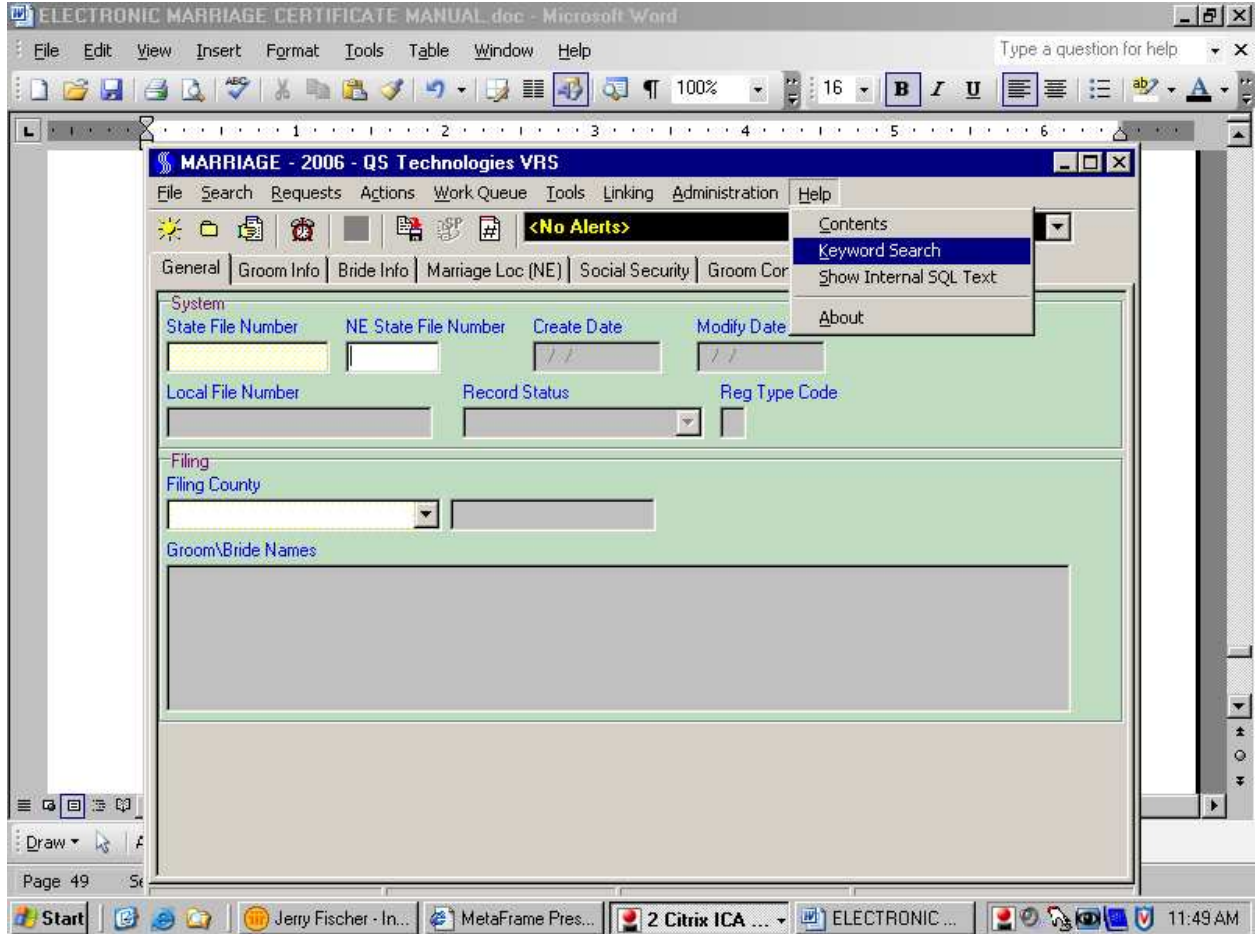
Amendment Tab

The Amendment tab is used only within the Vital Records Office. It is used by the Vital Records office to amend information on the Marriage Abstract. County clerks do not have access to or cannot make any entries to fields on this screen.

The screenshot shows the 'MARRIAGE - 2007 - QS Technologies VRS' application window. The 'Amendment' tab is selected in the top navigation bar. The main area contains three identical sections for amending information. Each section includes a 'Comments for Certificate' text area, a 'Username' input field, an 'Enable Print' checkbox, and a 'Date' input field. The status bar at the bottom shows the time as 11:19 AM.

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Shortcut Keys



To access keyboard shortcuts, go to the Help Tab then Keyword Search.

Keyboard Shortcuts

Control Key Shortcuts

- CTRL-C-** **COPY:** This key copies the contents of the field containing the text cursor to the Windows clipboard. The field contents are not altered.
- CTRL-O-** **OVERRIDE:** This key sets the edit override indicator for the field containing the text cursor.
- CTRL-P** The data entry form is built from labeled boxes which are called paragraphs (in Windows terminology, they are called group boxes). Pressing Ctrl-P will move the text cursor from the present field to the first enterable field in the next paragraph.
- CTRL-Q-** **QUERY:** This key sets the query indicator for the field containing the text cursor.

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- CTRL-R-** **RESET QUERY/OVERRIDE:** This key removes the query or override indicator. Note that a field can be either overridden or queried, but not both.
- CTRL-S:** This key saves the current Event. It is equivalent to the File | Save menu item.
- CTRL-V-** **PASTE:** This key pastes the contents of the Windows clipboard into the field containing the text cursor. The new contents replace whatever was previously in the field.
- CTRL-X-** **CUT:** This key clears the present field and copies its contents to the Windows clipboard. From the clipboard, it can be pasted into another data entry field, or into another Windows application, which supports the clipboard.
- CTRL-Z:** This key clears the contents of the field containing the text cursor.
- CTRL-DELETE:** If the text cursor is in a mask edit field (a field with slash or dash characters), the field will be cleared when Ctrl-Delete is pressed.
- CTRL-TAB:** This key combination will select the next notebook page. When the last notebook page is displayed, this key combination will display the first page.
- SHIFT-CTRL-TAB:** This key combination will select the previous notebook

Alt Key Shortcuts

- ALT-A Through ALT-Z:** Certain menu items have underscores under a letter in the item name. Pressing Alt plus that letter is equivalent to selecting the menu item.
- ALT-1 Through ALT-9:** These keys select notebook pages, or tabs, 1-9, respectively.
- ALT-F4:** This key combination will close the current window. It is equivalent to clicking the close window [X].

Other Shortcuts

- TAB Key:** The Tab key moves the user from field to field within the data entry form. Before the field is exited, it is edited for errors (unless the edits for the field are overridden or the field is queried). Fields are ordered left to right, top to bottom, in normal reading order. When the Tab key is pressed in the last enterable field on a page, the notebook selects the next page and the text cursor is placed in the first enterable field on that next page. If a page contains no enterable fields, it is skipped.

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- Shift – TAB:** Shift-Tab moves the user to the previously held field. It will not automatically switch pages
- F1 Key:** Depressing F1 displays context-sensitive help for the field containing the text cursor.
- T (F and B):** On many date fields, the user can enter a "T", for "today", and the current system date will display. Additionally, the values "F", for "forward" (the next following date), and "B", for "back" (or, the immediately preceding date), are available. These values may be repeatedly entered to continue the process of either advancing or reversing the date one day at a time.
- Left Mouse Click:** The left mouse button can be used to place the text cursor in a particular field by clicking when the mouse cursor is over the desired field. The left mouse can also select notebook pages by clicking on the tab for the desired page.
- Right Mouse Click:** A menu of options for a field may be displayed by clicking the right mouse button when the mouse cursor is positioned over the field.

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State Holidays

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

Note: If the holiday falls on a Saturday, then Help Desk staff and Vital Records staff are not available on Friday. If the holiday falls on a Sunday, then Help Desk staff and Vital Records staff are not available on Monday.

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Useful Phone Numbers

Vital Records

VITAL RECORDS HELP DESK

402-471-8275

Barb Trusty.....402-471-2872
Marriage Registration Desk Clerk

Jackie Fairbanks.....402-471-0919
Registration Supervisor / Regional Training Coordinator

IT Help Desk for Network problems contact

1-800-722-1715 or 402-471-9069